DOCUMENT RESUME

ED 180 428 IR 006 463

TITLE	Library Media Skills for Students. Curriculum Guide.
INSTITUTION	Alaska State Dept. of Education, Juneau. Div. of State Libraries.
PUB DATE	77
NOTE	31p.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Curriculum Guides; *Educational Resources; Elementary Secondary Education; Information Sources; *Instructional Materials Centers; Librarians; *Library Instruction; *Library Skills; Media Specialists

ABSTRACT

Designed as an aid for librarians and teachers in instructing elementary and secondary school students in library media skills, this handbook includes a detailed sequential list of such skills, as well as a list of books and media which concern the philosophy of teaching media skills or the materials used in developing skills programs. Arranged developmentally so that students can progress from one to the next in a logical manner, the skills are introduced at one level and re-taught or reviewed at a higher level with increasing complexity. Resources mentioned consist of professional books, workbook and skill sheet materials, audiovisual aids, ERIC publications, and individualized self-instructional study units. Addresses of publishers and distributors are provided. (FM)

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LIBRARY MEDIA SKILLS

FOR STUDENTS

CURRICULUM GUIDE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Louis R. Coatney

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Alaska Division of State Libraries and Museums

1977

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Library media skills for students : curriculum guide. -- [Juneau] : Alaska Division of State Libraries and Museums, 1977.
24 p. ; 28 cm.

1. Libraries and students. 2. Instructional materials centers--Handbooks, manuals, etc. I. Alaska. Division of State Libraries and Museums.

PREFACE

The LIBRARY MEDIA SKILLS FOR STUDENTS is designed as an aid for librarians and teachers in instructing students in library media skills. Library media skills, also referred to as study skills, reference skills, locational skills, or informational retrieval skills, are the essential skills needed to use the resources of a library media center to locate, organize, and interpret information.

This guide includes a detailed sequential list of library media skills, and sources of books and media which include the philosophy of teaching library media skills or materials to use in developing skills programs. It is intended to be a flexible tool to be adapted to fit the needs of individual students, librarians, teachers, and schools.

Suggested grade levels are given only as a guide for learning of specific skills. Individual students will vary in their ability to do the skills and the rate at which they progress from one skill to the next. The facilities available at individual schools may also determine the grade or age level at which students learn library media skills.

The library media skills are arranged developmentally and sequentially so that students can progress from one skill to the next in a logical manner. Most of the skills are introduced at one level and are re-taught or reviewed again at a higher level with increasing complexity. Library media skills may be taught in many ways; by the librarian, by the teacher or by both, and to individuals, to groups, or to classes. When possible, skills should be coordinated with a unit of study with ample opportunities to practice the particular skills being taught.

ACKNOWLEDGEMENT

This library media skill sequence was expanded from a study skill scope and sequence developed by the author and others for the CONTINUOUS PROGRESS IN READING PROGRAM at Harborview Elementary School, Juneau, Alaska.

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SEQUENCE

OF

LIBRARY MEDIA SKILLS

SKILL	SUGGESTED GRADE LEVEL
Learns location of library media center	K
Participates in story-telling activities	
Learns library media center rules	
Explains proper care of books	
Independently selects books	1
Signs book card correctly	
Returns books by due date to proper location	
Demonstrates proper care of books	
Knows location of easy books and media	
Locates author of book on cover of appropriate book	
Defines the term "author"	
Locates title of book on cover of appropriate book	
Defines the term "title"	
Alphabetizes a list of words by first letter	

SKILL	SUGGESTED GRADE LEVEL
Knows procedure for renewing book	2
Defines the term "illustrator"	
Locates illustrator of book on cover of appropriate book	
Knows that easy books are arranged alphabetically by author	
Identifies and locates parts of a book (cover, spine, title page, and table of contents)	
Locates author, title, and illustrator on title page	
Uses the table of contents to locate a specific story by page number	
Identifies types of media (tape cassettes, records, filmloops, etc.)	
Demonstrates proper use of tape cassette players, record player, and filmloop projector	
Alphabetizes a list of words by second letter	
Identifies and locates the index of a book	3
Uses index to locate a specific subject by page number	
Defines the term publisher and locates on title page	
Defines the term copyright and locates on verso (back) of title page	

SKILL	SUGGESTED GRADE LEVEL
Identifies types of books (non-fiction, fiction, easy)	3 (cont.)
Knows location of easy, non-fiction, and fiction books	
Knows that fiction books are arranged alphabetically by last name of author	
Knows that non-fiction books are arranged numerically	
Knows purpose of card catalog	
Knows three types of catalog cards (author, subject, title)	
Identifies author, title, and subject (if applicable) on catalog card	
Knows purpose of call number on card	
Knows purpose of call number on spine of book or on media	
Uses guide letters on outside of drawer to find catalog card	
Uses guide cards in drawer to facilitate finding of cards	
Uses card catalog to find books and media on shelves	
Uses call number slips	
Demonstrates proper use of filmstrip viewer	
Alphabetizes a list of words by third and fourth letters	

SKILL	SUGGESTED GRADE LEVEL
Describes annual awards given for outstanding books for children (Newberry, Caldecott, Young Readers' Choice)	4
Locates specific information in an encyclopedia by alphabetical order	
Selects correct volume of encyclopedia (using alphabetical order) to find specific topic)	
Defines the Dewey Decimal system	
Knows what books or media the designations Alaska, Reference, FSS, Film, etc., refer to at the top of the call number and can locate the book or media on the shelves	
Identifies illustrator, publisher, paging, annotations and copyright date on catalog card	
Names related topics when looking for a specific subject	
Locates specific information in card catalog by using cross references	
Identifies reference books by name (encyclopedia, dictionary, atlas and almanacs)	5
Identifies parts of a book (introduction, preface, glossary, list of illustrations, bibliography)	
Knows arrangement and location of biography books	
Locates specific information in encyclopedias by cross references	
Uses guidewords, subheadings, and indexes in encyclopedias	

SKILL	SUGGESTED GRADE LEVEL
Finds specific answers to appropriate questions in reference books (dictionary, atlas, and almanac)	5 (cont.)
Knows location of vertical file	
Uses vertical file to find information on a specific topic	
Identifies uses of magazines	
Demonstrates use of filmstrip projector and reel-to-reel tape recorder	
Selects best source of information from available reference material	6
Prepares simple bibliography using a prescribed format	
Writes a simple outline using prescribed procedure	
Takes notes from reading and listening	
Demonstrates use of 16mm projector	
Identifies kinds of libraries	
Knows location of books and materials in library media center	Junior High
Reviews previous skills learned	
Understands and practices appropriate library procedures	
Understands interlibrary relationships of Alaska libraries	

SKILL	SUGGESTED GRADE LEVEL
Uses READERS' GUIDE TO PERIODICAL LITERATURE (optional-ABRIDGED) to locate specific information from a periodical	Junior High (cont.)
Uses specialized dictionaries and encyclopedias	
Demonstrates correct use of microform readers and video tape equipment	
Uses bibliographies to aid in locating information	
Identifies proper specialized reference sources for information on specified subjects	
Prepares bibliography using a variety of types of materials	
Knows location of books and materials in library media center	Senior High
Reviews previous skills learned	
Understands and practices appropriate library procedures	
Expands use of specialized dictionaries, encyclopedias, and indexes	
Identifies specialized reference materials needed to do research	
Produces video tapes, 35mm slides, and 16mm films	
Prepares annotated bibliography	
Understands concepts of national library network	

RESOURCES FOR TEACHING LIBRARY MEDIA SKILLS

An abundance of material has been written and produced which is designed to aid librarians, teachers, and students who work with library media skills. Listed on the following pages are some of the materials which are available. These include: (1) professional books; (2) workbook and skill sheet materials; (3) audiovisual aids; (4) ERIC publications; and (5) Unipacs. Sources for these materials are also given. As you use these items, it would be helpful for future revisions of this guide if you would comment to the Alaska State Library on the usefulness or effectiveness (or non-usefulness!) of any of these or other materials which you use.

PROFESSIONAL BOOKS

(Many of these books are available through interlibrary loan from the Alaska State Library)

Bowers, Melvyn K. LIBRARY INSTRUCTION IN THE ELEMENTARY SCHOOLS. Mentchen, NJ: Scarecrow, 1971. $6.00.
Gives practical suggestions for grades K-8. Examples of programmed materials are included in the appendix.

Boyd, Jessie. BOOKS, LIBRARIES AND YOU. 3rd ed. New York: Scribner's, 1965. $3.60.
Written for grades 7-12 on the use of the library. An excellent resource for librarians and teachers of all grades because all aspects of library skills are clearly and simply explained. The photographs are dated.

Cleary, Florence Damon. BLUEPRINTS FOR BETTER READING. 2nd ed. New York: H.W. Wilson, 1972, 312 p. $14.00.
Suggests programs and methods to teachers and librarians to build the habits, skills and arts of reading. Includes extensive and thorough consideration of investigative (including library media) skills.

Cleary, Florence Damon. DISCOVERING BOOKS AND LIBRARIES: A HANDBOOK FOR STUDENTS IN THE MIDDLE AND UPPER GRADES. 2nd ed. New York: Wilson, 1977, 216 p. $5.00.
Describes to students ways to appreciate books, libraries, and media centers, and methods of becoming proficient in their use; describes the skills and tools that unlock the learning resources contained in libraries; and helps the student learn how to use information effectively in independent study.

Cook, Margaret G. THE NEW LIBRARY KEY. 3rd ed. New York: Wilson, 1975, 264 p. $5.00.
Basic guide to all of the reference resources of the library including the card catalog. Grades 9 through adult.

Davies, Ruth Ann. SCHOOL LIBRARY MEDIA CENTER, A FORCE FOR EDUCATIONAL EXCELLENCE. 2nd ed. New York: Bowker, 1974, 484 p. $13.95.
Designed as a practical inservice guide for librarians and educators. Includes continuum of study skills philosophy and examples of program integration.

Delany, Jack J. THE MEDIA PROGRAM IN THE ELEMENTARY AND MIDDLE SCHOOL. Hamden, CT: Linnet Books (Shoestring Press), 1976, 222 p. $10.00.
Addresses the organization and administration of the elementary and middle school library. Describes briefly developing learning skills in children.

ELEMENTARY COURSE OF STUDY GUIDE. Juneau: Department of Education, n.d.
Defines the essential skills of the elementary curriculum in the areas of mathematics, social studies, science, communication, and study and reference skills.

Gillespie, John T. CREATING A SCHOOL MEDIA PROGRAM. New York: Bowker, 1973, 236 p. $13.95.
Discusses the functions of school media programs. Includes a continuum of instructional objectives for media study skills.

LIBRARY SKILLS. School Library Association of California. Belmont, CA: Fearon, 1973, 74 p. $13.95.
Extensive exercises and games to use in introducing skills concepts. Adaptable for grades 2-9.

Lubans, John, Jr. EDUCATING THE LIBRARY USER. New York: R.R. Bowker, 1974, 435 p. $14.50.
Original essays, case studies, and research reports focus on the rationale and techniques needed for building a dynamic relationship between library and its clientele.

Marshall, Faye Dix. MANAGING THE MODERN SCHOOL LIBRARY. Englewood Cliffs, NJ: Prentice-Hall, 1976. $10.95.
Discusses techniques for organization and administration of a school library. Includes exercises and topics for library skills.

Mott, Carolyn. CHILDREN'S BOOK ON HOW TO USE BOOKS AND LIBRARIES. 3rd ed. New York: Scribners, 1968. $4.00.
Designed to help children grades 3-6 learn the effective use of books and libraries. An accompanying workbook, CHILDREN'S LIBRARY LESSON BOOK, $1.40, is available.

Nickel, Mildred. STEPS TO SERVICE, A HANDBOOK OF PROCEDURES FOR THE SCHOOL LIBRARY MEDIA CENTER. Chicago: ALA, 1975, 124 p. $4.50.
Guide to functional procedures for the school library media center. Includes an extensive bibliography of aids available for use in teaching library media skills.

Pavolic, Laura. ELEMENTARY SCHOOL LIBRARY IN ACTION. Englewood Cliffs, NJ: Prentice-Hall, 1968, 240 p. $9.95.
Provides guidelines and suggestions for librarians and others involved with school libraries. Library skills are presented throughout the book.

Rossoff, Martin. USING YOUR HIGH SCHOOL LIBRARY. New York: Wilson, 1964, 111 p. $2.50.
Gives information about gathering and organizing information for a report, using library tools, the mechanics of report writing and library materials on colleges and careers.

SCHOOL LIBRARY MEDIA CENTER SKILLS CONTINUUM GRADES K-8. Santa Ana, CA: Orange County Department of Education, 1976. $1.00.
Continuum of library media skills in large chart form for eight categories of skills.

Trinkner, Charles L. TEACHING FOR BETTER USE OF LIBRARIES. Hamden, CT: Shoestring Press, 1970, 344 p. $10.00.
A collection of over 50 articles reprinted from various journals on many levels of instruction and representing a variety of views.

Wehmeyer, Lillian Biermann. THE SCHOOL LIBRARIAN AS EDUCATOR. Littleton, CO: Libraries Unlimited, 1977, 266 p. $11.50.
Identifies elements of educational research which are useful to school librarians and demonstrates their application. Includes sample library skills instruction, games, puzzles and independent study units for grades K-8.

WORKBOOKS AND SKILL SHEETS

Barnes, Donald L. and Arlene Burgdorf. STUDY SKILLS FOR INFORMATION RETRIEVAL, Series of 4 books. Boston: Allyn and Bacon, 1974. $2.76, Teacher's Edition $3.04.
Series of books which contain exercises to be used selectively for strengthening library skills. Covers a wide range of skills. Grades 3-8.

Beck, Margaret. Series of 5 books with accompanying workbooks. Minneapolis: Dennison.
Each workbook contains exercises and skill sheets for a specific skill.
GETTING ACQUAINTED WITH THE LIBRARY, grades K-3. $6.95.
USING THE CARD CATALOG, grade 4. $6.95, workbook, $.65.
USING THE DEWEY DECIMAL SYSTEM, grade 5. $6.95, workbook, $.65.
USING REFERENCE MATERIAL, grade 6. $6.95, workbook, $.65.
USING THE SCHOOL LIBRARY, grade 7. $6.95, workbook, $.85.

Danes, Margaret F. STEPPING STONES TO THE LIBRARY. Bronx: Fordham Publishing Co., 52 p. $6.95 plus .65 postage.
Guide and duplicating manual for teaching library skills in primary grades. Grades K-3.

GETTING TO KNOW THE LIBRARY. Series of 3 books. New York Scholastic Book Service, 1977. $.85.
Workbooks which are designed to acquaint students with libraries and library materials. Grades 1-6.

HOW TO USE A LIBRARY. Wilkinsburg, PA: Hayes Publishing Co., 1972, 28 p. $3.50.
Detailed activity pages (duplicating masters) for many types of library skills. Grades 4-6.

LEARNING TO USE THE LIBRARY. Series of 4 books. Middletown, CT: Xerox Publications, 1973. $.45 ea.
A four-book series of planned study skills activities. Grades 3-6.

LIBRARY SKILLS. Portland: Continental Press, 24 p. $3.95.
Duplicating masters of work page activities designed to develop library skills. Grades 4-7.

PRACTICE IN RESEARCH AND STUDY SKILLS. Series of 3 books. Danville, NY: Instructor Publications, 1973, 24 p. $4.25 ea.
Duplicating master books designed to assist students in developing research and study skills. Grades 4-8.

Margrabe, Mary. THE "NOW" LIBRARY MEDIA CENTER, A STATIONS APPROACH MEDIA CENTER TEACHING KIT, rev. ed. Washington, DC: Acropolis, 1975. $6.50.
Contains a variety of teaching stations and activity sheets which may be used "as is" or adapted to fit other needs. Grades 1-6.

REFERENCE BOOKS - TOOLS FOR THE INDEPENDENT INVESTIGATOR. Chicago, IL: Field Enterprises, 1975, 12 p.
Gives specific explanation and practice in using the skills needed to use dictionaries, encyclopedias and phone books effectively. Grades 4-6.

USING REFERENCE BOOKS - AN INTRODUCTION TO THE ENCYCLOPEDIA. Chicago, IL: Field Enterprises, 1976, 8 p.
Concise activity guide for using reference books and encyclopedias. Grades 4-5.

PRACTICE IN LIBRARY SKILLS. Danville, NY: Instructor Publications, 1973, 24 p. $4.25.
Duplicating masters to be used as self-directing teaching aids. Grades 4-6.

AUDIOVISUAL MATERIALS

CHARTS

DEWEY DECIMAL SYSTEM CHARTS. Produced and distributed by Highsmith Co. 1976. 12 charts, 24" x 36", $8.50. Set #90-303.
Easy-to-understand explanations that tell how materials are classified. Grades 3-6.

ENLARGED WILSON CARDS. Produced and distributed by Sturgis Library Products. n.d. 14 charts, 20" x 14". $6.50. Set #14.
"Several sets of Wilson cards are available, including various types of entries for several titles. This particular 14-card set provides cross-reference as well as author, subject, title, shelf list, and illustrator cards for fiction and non-fiction. All grades." BOOKLIST 5/15/77

HOW TO USE THE LIBRARY CHARTS. Produced and distributed by Highsmith Co. 1976. 12 charts, 24" x 36". $8.50. Set #90-305.
Describes how to use the card catalog to find materials in the library.

HUGE CATALOG CARD SETS. Highsmith. n.d., 9 charts, 19" x 28". "Elementary Set", $14.95. Set #90-510. "Secondary Set", $15.95. Set #90-511.
Elementary set includes "How to Use the Card Catalog Poster."
Secondary set includes "How to Use the Card Catalog" and "How to Use the Readers' Guide" poster.

IDEAL LIBRARY SKILL CHARTS. Ideal School Supply. 1967. 18 charts, 23" x 36".
Includes teacher's manual, $14. Aluminum stand, $18.
"A concise, colorful introduction to library arrangement and use, the card catalog, the Dewey Decimal system, and library citizenship. Nonbook materials are mentioned, although it is assumed that they are shelved separately from books. Grades 2-6." BOOKLIST 6/1/75

OVERSIZED CATALOG CARD. Produced and distributed by Fordham Equipment and Publishing Co. Oversized catalog card 14" x 23" complete with transparent overlays. n.d. $18.95.

USING YOUR LIBRARY. Producer: F.A. Owen. Instructor Publications. 1974.
20 posters, 13" x 16", teacher's guide. $6.95. #150.
"Useful for displays throughout the school as well as in the library, these posters present information about the library and how to use it. The attractive format will draw repeated attention. A guide offering suggestions and ideas for varied uses of the posters is included. Grades 3-6." BOOKLIST 5/15/72

VICALOG: EYE-GATE VISUAL CARD CATALOG. Conceived and designed by Charles Bergwall and Sherwin S. Glassner. Distributed by Eye-Gate House. n.d. Flipchart, with 4 acetate overlays, black and white, 14" x 8-1/2", spiralbound. $8.
"A manipulated device which changes a catalog card progressively from a skeletal to complete author card, then to title card and finally to subject card. No instructor's guide. Grades 2-8." BOOKLIST 5/15/72

FILMSTRIPS

Silent

LOOKING UP FACTS AND INFORMATION. Produced and distributed by Troll Associates. 1970. 35 fr., $7.
"The card catalog and shelf arrangement are exceptionally well presented with an emphasis on the processes involved. Use of tracings as guides to additional headings and use of bibliographies in encyclopedia articles are among the helpful hints included. The visuals are comprised of color drawings. Grades 3-6."
BOOKLIST 5/15/77

USING REFERENCE MATERIALS. Produced and distributed by Troll Associates. 1970. 36 fr., $7.
"Describes the processes involved in using reference books with emphasis placed on choosing the most useful reference books and using indexes, cross-references, and bibliographies as leads to further information. Drawings serve as the visuals. Grades 3-6."
BOOKLIST 5/15/72

Sound

BASIC STUDY SKILLS I, II, III. Producer: Educational Directions. Learning Tree Filmstrips. 1975. 3 sets, each set with 4 filmstrips, 2 cassettes, and guide. $144. Each set $48.
"How excited can any student get over study skills? Maybe when they see this series they will not only realize how important these skills are but will also become interested in developing them. BASIC STUDY SKILLS does use the fashionable fun-approach-to-learning format which, no matter how it is hidden, still spells education. But this time it works. No fancy titles try to conceal the real purpose of this set, allowing viewers to know exactly what they are expected to comprehend from the short skits in each strip. The strips use only two characters, expressive photos, and atmospheric music to tell the stories of elementary school kids' consultations with such pillars of wisdom as a genie, a fortune teller, and the television weatherman in order to learn more about textbooks, encyclopedias, and charts and graphs." BOOKLIST 12/15/75

Set I: #LT559
Understanding Textbooks; Outlining and Taking Notes; Reading Graphs and Charts; Reviewing and Taking Tests.
Set II: #LT560
Using a Dictionary; Using an Encyclopedia; Using Reference Books; Using the Card Catalog.
Set III: #LT561
Writing Compositions and Letters; Preparing Oral Reports; Writing Book Reports; Doing Reports and Projects.

LET'S LEARN TO STUDY. Guidance Associates. 1974. 2 filmstrips with 2 discs or cassettes, and guide. $48.50.
"Using popular, vibrant colors and a peppy vocal style, these filmstrips are provocative. Step-by-step involvement in the research of the student takes the viewer from choosing a specific topic, through reviewing what is known, note-taking, using outside sources, outlining, to the finished project. This is a fresh approach to mastering some of the all-important study skills." PREVIEWS 4/76

LIBRARY MEDIA CENTER SERIES. ACI films. 1973. 5 filmstrips, each with cassette, with guide. $80.
"Relates book and nonbook materials as integral parts of a media center collection. Clear step-by-step illustrations are used in discussing the Dewey Decimal system, card catalog, parts of a book, and selected reference tools. The discussion on parts of the book is particularly well illustrated. One filmstrip deals specifically with the care required in using audiovisual media and equipment and the cataloging and housing of such items. An informative guide accompanies the set. Grades 4-7." BOOKLIST 6/1/75

LITERATURE FOR CHILDREN. Produced and distributed by Pied Piper Productions. 1971-72. 4 sound filmstrip sets, each set contains 4 filmstrips; with 2 phonodiscs and teacher's guide, $42; with 2 tape cassettes, $46; with 4 tape cassettes, $58.
"STORY OF A BOOK is a filmstrip version of the 16mm film in which Holling C. Holling describes the creation of PAGOO. The other strips are, in fact, book talks on the topics listed. The presentations are varied; retold incidents, dramatized episodes, student work, meet-the-author, puppets, with occasional brief detours into library skills. An added section at the end of each strip provides a review or suggestions for further activities or both. The teacher's guides include a list of related children's books. Librarians may disagree on the inclusion of a particular book or the mode of presentation, but the strips are nevertheless effective and unlike any other library filmstrips on the market. They can help fill the gap where an elementary school librarian is not available, or provide variety, or save time for the full-time librarian. Grades 4-6." BOOKLIST 5/15/75 and 6/1/75

Series One:
Story of a book; Biography; Tall tales; Fantasy.
Series Two:
Animals, Distant lands; Fairy tales; Humor.
Series Three:
Enjoying illustrations; Historical fiction; Myths; Adventure.
Series Four:
Haiku; Descriptive words and figures of speech; Sounds of poetry; Humorous verse.

MEDIA: RESOURCES FOR DISCOVERY. Encyclopedia Britannica Educational Corp. 1974. 8 filmstrips, each with cassette or phonodisc, and guides. $128.
"Set in a classroom situation, these sound filmstrips illustrate how a variety of media relates to and enriches classroom needs. The information, including the examples of dividing and subdividing the 500s and 900s, is very clearly and logically narrated and illustrated. The special features of each medium are discussed so the user is better able to make the best choices when he or she is compiling research information. Grades 4-6." BOOKLIST 6/1/75

The World of Media; Media Organization - Fiction; Media Organization - Non-Fiction; Indexes to Media; The Encyclopedia in the World of Media; Resources for Reference; Choosing the Medium; One Search, One Report.

MEET THE NEWBERRY AUTHOR. Miller-Brody Productions. 1974. 3 filmstrips, each with phonodisc, each $28. With cassettes, $30.
"Scrapbook photos and illustrations from the three authors' books conglomerate with the thoughts of the authors and well-composed narrations. Following a similar format, but with variations which allow each of the strips to remain as unique as its subject, the productions explore the reasons these individuals write children's books and the methods which have lead to their success. While the Newberry Award, sponsored by the American Library Association, is mentioned, more attention is given to the ways that the writers get ideas and their personal involvement with the subjects. Each presentation teases the viewer with a short dramatization from one of the authors' works, making it easy to see why these filmstrips will captivate children in the intermediate grades and send them running to their school and public libraries to check out more books by Marguerite Henry, Scott O'Dell, and Madeline L'Engle. Ages 8-12." BOOKLIST 9/1/75

MULTIMEDIA CENTER. Produced and distributed by Library Filmstrip Center. 1970. Sound filmstrip. 48 fr. 12 min., with phonodisc, for use with manual or automatic projector. $18. With reel-to-reel audiotape or tape cassette, $20
"A survey of the print and nonprint materials available in a media center and listed together in one card catalog." BOOKLIST 5/15/72

QUICKWICK: YOUR LIBRARY GUIDE. Spoken Arts. 1973. 5 filmstrips, each with cassette, with teaching materials. $85.
" 'All libraries are basically the same (and if you) learn how to use one ... you can enjoy them all' is explained by Quickwick, a special lightning bug, to Walter, a reluctant library user. Their nocturnal visits to the library strive to encourage the "library habit." Such minor discrepancies as that found in filmstrip five, in which the subject heading is shown in cursive type, and it is stated that all reference books fall in 0-100, do not detract from the set as a whole. A game, ditto masters, and teacher's guide supplement the set. Grades 2-4." BOOKLIST 6/1/75

Walter meets Quickwick; Quickwick's Special Tour; Reading the Library's Roadmap; Melvil and his Decimal System; Walter's Library Habit.

STUDY SKILLS. Produced by Knowledge Aid and distributed by United Learning. 1976. 6 filmstrips with 6 cassettes and guide. $75.50.
"A great deal of thought went into the preparation of this excellent series. The 103 page teacher's guide and student activities book give step-by-step directions, starting with the purpose and rationale, description, and goals of the program. Using students in the filmstrips helps the listener to identify with the commentary. The technique used is to have a problem presented establishing the need for taking notes, writing reports, following directions, etc. Then directions are given for its solution, showing student implementation. The follow-up activities enable the student to perform the skills identified in the program. While using the program with fifth graders, when a question was asked on the cassette, the teacher turned off the player, and got the class into a discussion. It is an excellent way of "getting involved." " PREVIEWS 4/77

USING THE ELEMENTARY SCHOOL LIBRARY. Produced and distributed by Society for Visual Education. 1968. 6 filmstrips, with 3 phonodiscs. $49.50. With 3 tape cassettes, $55.50.
"Although using the overworked story line of following students on their various information searches guided by the friendly librarian, this set has the distinct advantage of taking place in a media center and mentioning nonprint media as well as books, naturally and unselfconsciously. The photographs are well done and the narration is technically clear and stylistically acceptable. Grades 4-6." BOOKLIST 5/15/77

Exploring the Library; Getting to Know Books; What's in the Dictionary?; How to Use the Card Catalog; How to Use the Encyclopedia; Skills in Gathering Facts.

USING TODAY'S LIBRARY. Eye-Gate House. 6 filmstrips, each with cassette. $59.75. With phonodiscs, $59.
"Provides an introduction to various types of libraries, the kinds of materials available there (including many nonbook materials), the location of these materials, and the ways of learning to use them correctly. The filmstrip on periodicals also covers use of microfilm readers. The guide is incorporated as part of each filmstrip. Grades 7-12." BOOKLIST 6/1/75

What is Your Library?; Browsing for Books; The Reference Library: Finding Facts; The Catalog: Key to the Library; Periodicals and How to Use Them; Using Media.

YOUR LIBRARY: HOW TO USE IT. Producer: Moreland-Latchford. United Learning. 1974. 5 filmstrips, 5 cassettes. $65.
"A more attractive and useful kit series than the similar filmstrips HOW TO USE A LIBRARY (1974. United Learning. $42.), this set does a good job of showing the student the areas of a library, the activities one might find there, and how one uses the resources. There is some emphasis on the individual's responsibility of caring for materials and equipment that are especially prominent when audiovisual materials and equipment are being discussed in "Using Audiovisual Resources in the Library." Grades 4-6." BOOKLIST 1/15/76

GAMES

CARD-O-LOG. Scott Foresman. 1973. 2 card decks. $2.79.
"A card game for two to six players provides an innovative way to recognize and use author, title, and subject cards. To win, one needs concentration to remember the location of the cards. An easily understood instruction leaflet is included. Becoming familiar with the authors and titles used in this game may also stimulate enjoyment of reading. Grades 4-5." BOOKLIST 6/1/75

MULTIMEDIA KITS

LEARNING THE LIBRARY: A SKILLS AND CONCEPTS SERIES. Produced by Norma Harris. Educational Activities. 1975. 4 cassettes, 1 handbook, 1 poster, 1 catalog card set, 4 manuals, 1 teacher's guide. $53. With phonodiscs, $49.
"In this excellent kit, the producer has provided an overview of the aspects of library concepts and skills without going into too great detail. A variety of such personalities as a male elementary librarian and enthusiastic multiethnic people of all ages as well as simulation games and excellent visuals are combined in this better-than-average teaching tool. In field testing, the librarian thought the series was 'better than adequate,' but still prefers 'to use my blackboard, my own enlarged cards, my own taped orientation, my own thing!' For those librarians who have not developed 'their own thing,' this series would be an excellent purchase, enabling young students to participate in enjoyable, productive library use because they now understand the concepts and skills necessary to be comfortable in libraries. Excellent also for individual and group use for review and/or reinforcement. Grades 3-6." BOOKLIST 6/15/76

YOUR LIBRARY RESOURCES AND HOW TO USE THE READERS' GUIDE. H.W. Wilson Co. 1973. Filmstrip with cassette, 6 base transparencies with 23 overlays and 3 accompanying cassettes, pamphlet, and instructor's guide. $95.
"Using as its story line a junior high youngster's report on pollution, a comprehensive sound filmstrip about the library media center and its resources is supplemented by a series of overhead transparencies showing detailed examples of Readers' Guide entries. Three tape cassettes accompanying these transparencies encourage self-instruction, although the narration is slightly marred by a forced enthusiasm. Instructor's notes are printed on each transparency folder, and a complete instructor's guide, including an entry game, as well as a copy of the H.W. Wilson's printed pamphlet on using the Readers' Guide, are included. Grades 6-12." BOOKLIST 6/1/75

TAPE RECORDINGS

LIBRARY SKILL BOX. Troll Associates. 1974. 10 cassettes, 50 duplicating masters, 1 guide. $96.
"Excellent tapes expecially valuable for individual student use, this set covers all facets of library use. "How to Use an Atlas," "How to Use Magazines and Newspapers," "How to Research and Write a Report," "How to Give a Report," and "How Should You Study?" include thorough-enough details to be used with slower high school students. The weakest of the tapes is "How to Use Your Library:" it is difficult to imagine any fourth-grade child not knowing that materials may be borrowed from a library - and how many elementary school libraries still charge fines? In spite of this drawback, the tapes are authoritative, the children's voices are eager and inquisitive, and the music is appealing. The duplicating masters are for reviewing the tapes and for expanding the students's awareness through visual reinforcement of supplementary information. As effective teaching tools, these tapes can be used with middle grade and slower high school students. Grades 4-10." BOOKLIST 9/15/76

TASK CARDS

INFORMATION FAST! Educational Insights. 1974. 125 black and white 6" x 4" task cards. $5.95.
"Ten sets of task cards provide 125 activities to reinforce library skills on an individual basis. Seven of the units strictly concern the library and include such topics as organizing and recording skills, alphabetizing, learning the Dewey Decimal system, and using general reference books. There is a good explanation of "copyright" in the "anatomy of a book" unit. The other three units deal with everyday communications activities. The misspellings of an author's name on CC-6 and CC-8 can easily be remedied with a pen before the set is used. Grades 5-7." BOOKLIST 6/1/75

TRANSPARENCIES

BASIC LIBRARY SKILLS. Produced and distributed by Milliken Publishing Co. 1971. 12 color transparencies and 24 paper-covered books. $6.95.
"Effective graphics brighten the adequate but unimaginative worksheets. An inexpensive, usable package including lesson outlines for the teacher. Knowledge of shelf arrangement is assumed and worksheet questions occasionally call for information not included in the transparency or lesson plan. Not detailed enough for high school. Grades 5-8." BOOKLIST 5/15/72

LIBRARY REFERENCE SKILLS. Produced and distributed by Encyclopedia Britannica Educational Corp. 1969. 36 transparencies spiralbound in Flipatran book, with teacher's manual and student resource book. $59.50. Student resource book, $.60 each in quantities less than 50, otherwise $.50 each.
"An overview of encyclopedias, dictionaries, other reference books, the card catalog, and approaches to writing research papers. Photographs illustrate some of the transparencies. Nonbook media cataloging is included, with mention made of color coding catalog cards. Grades 4-6. Much of the same material is repeated, with more advanced reference titles substituted, in another transparency series ADVANCED LIBRARY REFERENCE SKILLS also distributed by Encyclopedia Britannica." BOOKLIST 5/15/77

USING THE CARD CATALOG. Produced by Hammond. Distributed by McGraw-Hill Films. 1969. 16 transparencies, some in color, mounted, with teacher's guide. $24. Order #708-4535.
"Alphabetical arrangement, types of cards, the "article" filing rule, cross-reference cards, call numbers, and shelf arrangement. An unexciting but accurate, uncluttered, and inexpensive series of visuals, readily modifiable to the call number format of a particular library. The cross-reference transparencies are effective in that they show the card which a student would find by following up the cross-reference card alone. A brief teacher's guide suggests the information to be presented with each visual. Grades 4-9." BOOKLIST 5/15/72

USING THE LIBRARY INSTRUCTIONAL MATERIALS CENTER EFFECTIVELY. Produced and distributed by Creative Visuals. 1970. 9 color transparencies, mounted, with teacher's manual. $6.50 ea.
"Subject Arrangement of IMC Materials" is for libraries that intershelve media, or at least classify all media by Dewey number. "Dewey Decimal System - Basic Subject Groupings" and "Dewey Decimal System - Subgroups" use the manipulative device of a rotating wheel which reveals only one number and its corresponding subject at a time. The last four transparenceis illustrate a potentially significant use of the transparency medium which commercial firms are failing to exploit - enlarged reproductions of sections of reference books. A single detailed teacher's manual accompanies the series of 64 transparencies. "Care of Nonbook Materials" is for kindergarten on up; the dictionary transparencies for grades 6-12; and the remainder for intermediate grades. Only the following individual transparencies in the series are recommended." BOOKLIST 5/15/72

Care of Nonbook Materials (filmstrips and records); Subject Arrangement of IMC materials; Dewey Decimal System - Subgroups; Dewey Decimal System - What the Decimal Means; Using the Dictionary (standard); Using the Dictionary (biographical); Using the Dictionary (geographical); Using an Index to the Atlas.

ERIC

The following publications are available as ERIC documents. Microfiche copies of these are available at no cost from the Alaska State Library, and hard copies are available from EDRS, P.O. Box 190, Arlington, VA 22210 at the price stated for each item. A hard copy of each is also available through interlibrary loan from the State Library.

Gillespie, Mary. CURRICULUM GUIDE FOR TEACHING LIBRARY MEDIA SKILLS, KINDERGARTEN - EIGHTH GRADE, Toledo, Toledo Public Schools, 1974, 76 p. ED 102 962. HC $4.67 plus .30 postage.
"This guide suggests methods for teaching skills needed in locating, using, appreciating, and understanding all kinds of print and nonprint materials. For each of the three grade level groupings (K-3, 4-6, 7-8) appropriate objectives and teaching implementation activities to improve skills. A selected, descriptive listing of supplementary multimedia materials to be used in library media skill instruction is included."

A GUIDE FOR THE TEACHING OF LIBRARY SKILLS, GRADES K-12. Oklahoma City, Oklahoma State Department of Education, Oklahoma City, 1969, 80 p. ED 045 158. HC $4.67 plus .30 postage.
"This curriculum guide suggests desirable units of instruction for students from kindergarten through the senior year of high school. The recommended units are planned for integration with subject matter curriculum, and include the basic skills which teachers and librarians usually agree are necessary to develop competency in using books and libraries. This guide covers: (1) appreciation of library materials, (2) suggestions for elementary school teachers and librarians, (3) suggestions for junior high school teachers and librarians, (4) suggestions for high school teachers and librarians and (5) a sample unit on the Dewey Decimal Classification system. Also included is a resource bibliography and a directory of sources."

LEARNING TO USE MEDIA. Madison. Wisconsin State Department of Public Instruction, 1970, 18 p. ED 101 675. HC $1.67 plus .21 postage.
"The skills necessary to enable a student to use the print and audiovisual materials normally found is a media center are outlined in this guide. The guide recommends a list of reference sources and suggests instructional hardware and software that students should be familiar with and able to use at the primary, middle, upper middle, junior high school and high school levels. A sample lesson plan on the library skills is suggested for each level. A selected bibliography of multimedia materials on the use of the library is included."

SSRG (STUDY SKILLS FOR READING) Phoenix, Arizona State Library Association, 1975, 87 p. ED 117 652. HC $4.67 plus .30 postage. "Skills necessary for students in grades K-12 to have and use in the library are the topic of this curriculum guide. Behavioral objectives are presented in the following categories: Orientation in the use of the library media center, care of materials, materials sections, circulation procedures, library media terminology, nonbook materials and equipment, parts of a book, library media center arrangement, card catalog, reference materials, periodicals, information file, bibliographies, abridged readers' guide to periodical literature, and advanced reference materials. Performance criteria are listed for each behavioral objective. Skills tests for grades 3-8 are included and are recommended for use as pretests and posttests."

Schwarz, Edith. INSTRUCTIONAL PROGRAM FOR LIBRARY MEDIA CENTERS, Elkins Park, PA, Cheltenham Township School District, 1975, 49 p. ED 114 082. HC $2.06 plus .21 postage.
"Suggested learning objectives and activities are listed for each grade level K-9, while an elective mini-course is proposed for grades 10-12. Integration of library instruction with curriculum and classroom activities is emphasized at all levels. The library instruction plan is recapitulated in chart form with indication for each grade level as to when a topic should be presented, taught, and reviewed and expanded. Subjects include orientation, parts of books, audiovisual materials, alphabetizing, Dewey Decimal system, the card catalog, dictionaries, atlases and maps, research skills, periodicals, vertical files, reference works, and literature appreciation. A list of available lessons and a multimedia bibliography are appended."

UNIPAC

A Unipac is a fully developed and tested individualized self-instructional study unit composed of various numbers of pages. These are available on microfiche on a wide variety of subjects and levels including library media skills. If not available in your school, Unipac catalogs are available from the Department of Education, Pouch F, Juneau, AK 99811, and the microfiche is available at no charge from the State Library or from the Regional Resources Centers.

Listed below are Unipacs available on Library Media Skills (Library Science). There are also Unipacs on Library Media Skills interspersed in the Language Arts and Social Studies sections of the catalog.

PRIMARY

945	Alphabetizing, Importance Of
2462	Book, Title Page Provides Information About A
1118	Dictionary, Words To The Second Letter In The
1817	Library, How To Browse

ELEMENTARY

1812	Bibliography Is A List Of Books Arranged In Consistent Form, A
1828	Book, There Are Parts Of A
2786	Call Number, A Fiction Book Can Be Located In The Library By Use Of The
748	Card Catalog To Locate Books, The
2356	Card Catalog To Locate Books, Using The
679	Card Catalog, Use Of The
2460	Children's Magazines, Using The Subject Index To
2498	Dewey Decimal System, The
2956	Dictionary, There Is A Way To Locate A Word In The
2477	Dictionary, Utilization Of The
2433	Encyclopedia As The Foremost Reference Source, The
816	Glossary, Use Of The
893	Index In Single Volumes, How To Use An
2488	Library Catalog Cards, Types Of
2927	Library, There Are Ways To Find In The
1860	Non-Fiction Book In The Library, Location Of A
817	Table Of Contents And Index, A Treasure Hunt

JUNIOR HIGH

849	Alphabetizing, Characteristics Of
1969	Card Catalog As A Library Tool, The
1418	Card Catalog To Locate Sources Of Information
2856	Card Catalog, There Are Three Common Types Of
1431	Dictionary As A Reference Book, A Source of Word Information
713	Dictionary, Use Of The
2108	Libraries Contain Sources Of Information
3257	Media, There Are Three Major Types Of
1594	Readers' Guide To Periodical Literature
1419	Readers' Guide To Per. Lit. As A Library Tool
1867	Readers' Guide To Per. Lit., Utilization Of
1533	Reference Sources Found In The Library

SECONDARY

2963	Card Catalog, There Are Three Different Kinds Of
1418	Card Catalog To Locate Sources Of Information
977	Dictionary, How To Find A Word In The
2138	Filing Catalog Cards By ALA Rules
973	Library Research Paper, How To Write A
943	Readers' Guide, Use Of The
2114	Select A Book Suited To Need, There Is A Way To
2076	Study Guide Is A Useful Self-help Tool, A

PUBLISHERS AND DISTRIBUTORS

ACI Films, 35 W. 45th St., NY 10036

Acropolis Books, 2400 17th St. N.W., Washington DC 20009

Allyn & Brown, Inc., 470 Atlantic Avenue, Boston, MA 02210

American Library Association, 50 E. Huron Street, Chicago, IL 60611

R.R. Bowker Co., 1180 Avenue of the Americas, New York, NY 10036

Charles Scribner's Sons, 597 Fifth Avenue, New York, NY 10017

Continental Press, Inc., 407 Atlantic Avenue, Portland, OR 97205

Creative Visuals, Box 1911, Big Springs, TX 79720

T.S. Dennison & Co., 5100 W. 82nd Street, Minneapolis, MN 55437

Department of Education, Pouch F, Juneau, AK 99811

Educational Activities, Freeport, NY 11520

Educational Insights, Dept. T, 211 S. Hindry Avenue, Inglewood, CA 90301

Encyclopedia Britannica Educational Corp., 425 N. Michigan Ave., Chicago, IL 60611

Eye-Gate House, 146-01 Archer Ave., Jamaica, NY 11435

Fearon Publications, 6 Davis Drive, Belmont, CA 94002

Fordham Equipment & Publishing Co., 2377 Hoffman St., Bronx, NY 10458

Guidance Associates, 757 Third Avenue, New York, NY 10017

Hayes School Publishing Co., Wilkinsburg, PA 15221

Highsmith Co., P.O. Box 25, Highway 106 East, Fort Atkinson, WI 53538

Ideal School Supply, 11000 S. La Vergne Ave., Oak Lawn, IL 60453

Instructor Curriculum Materials, Instructor Park, Danville, NY 14437

Instructor Publications, P.O. Box 6108, Duluth, MN 55806

Learning Tree Filmstrips, 984 Pearl St., Boulder CO 80302

Libraries Unlimited, Inc., c/o Colorado Bibliographic Institute, P.O. Box 263, Littleton, CO 80120

Library Filmstrip Center, 3033 Aloma, Wichita, KS 67211

McGraw-Hill Films, 330 W. 42nd St., New York, NY 10036

Miller-Brody Productions, 342 Madison Ave., New York, NY 10017

Milliken Publishing Co., 611 Olive St., St. Louis, MO 63101

Orange County Department of Education, P.O. Box 11846, Santa Ana, CA 92711

Pied Piper Productions, P.O. Box 320, Verdugo City, CA 91406

Prentice-Hall, Inc., Englewood Cliffs, NJ 07110

Scarecrow Press, 52 Liberty Street, Box 656, Metuchen, NJ 08840

Scholastic Book Services, 50 W. 44th Street, New York, NY 10036

Scott Foresman, 855 California Ave., Palo Alto, CA 94304

Shoestring Press, 955 Sherman Avenue, Hamden, CT 06514

Society for Visual Education, 1345 Diversey Pkwy., Chicago, IL 60614

Spoken Arts, 310 North Ave., New Rochelle, NY 10801

Sturgis Library Products, P.O. Box 130, Sturgis, MI 49091

Troll Associates, 320 Rt. 17, Mahwah, NY 07430

United Learning, 6633 W. Howard St., Niles, IL 60648

H.W. Wilson Co., 950 University Avenue, Bronx, NY 10452

World Book Encyclopedia, Inc., 510 Merchandise Mart Plaza, Chicago, IL 60654

Xerox Education Publications, Education Center, Columbus, OH 43216

SCHOOL LIBRARY BILL OF RIGHTS
for School Library Media Center Programs

The American Association of School Librarians reaffirms its belief in the "Library Bill of Rights" of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials;

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served;

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards;

To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments;

To provide a written statement, approved by the local boards of education, of the procedures for meeting the challenge of censorship of materials in school library media centers; and

To provide qualified professional personnel to serve teachers and students.

Approved in 1969 by the American Association of School Librarians Board of Directors.